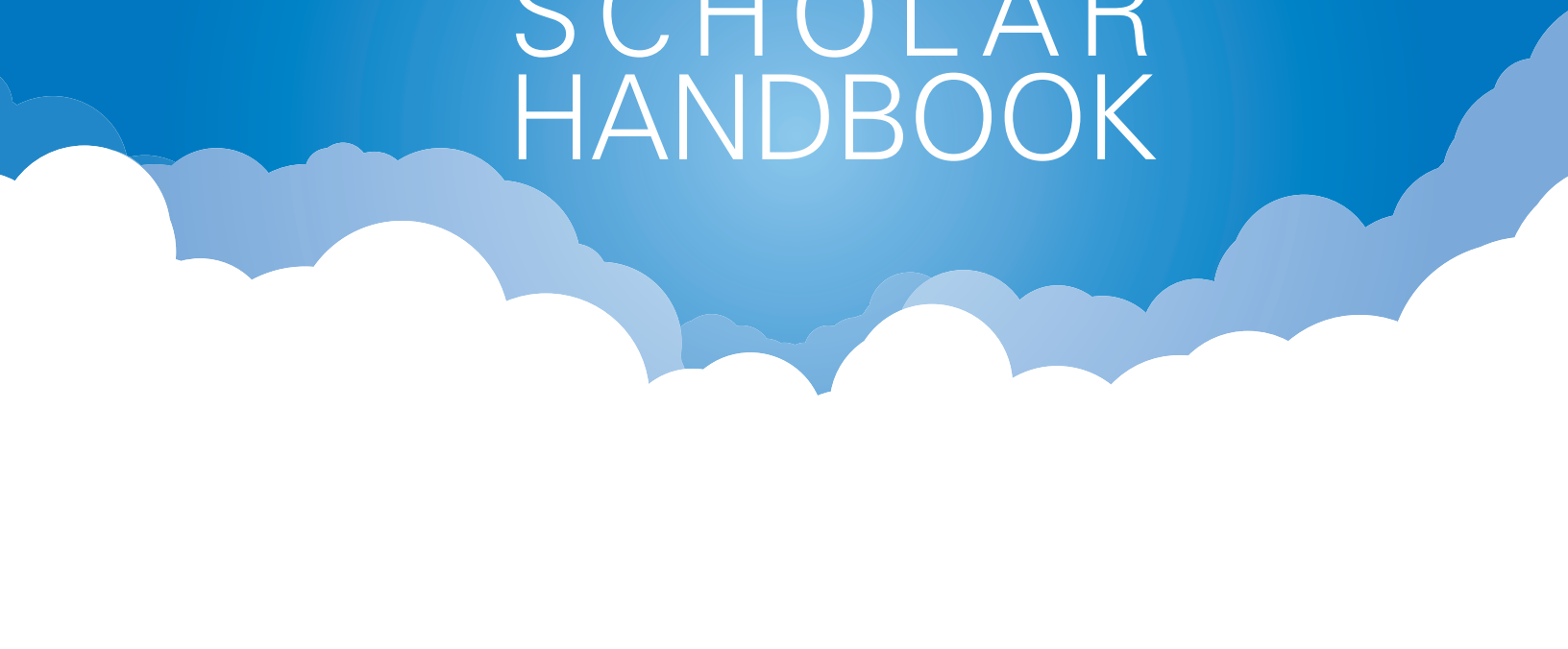




# RAY AVIATION SCHOLARSHIP



# SCHOLAR HANDBOOK





Scholar Handbook

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# About the Program

The Ray Aviation Scholarship is a scholarship program that is funded by the Ray Foundation, managed by EAA, and administered through the EAA chapter network. Through the generous support of the Ray Foundation, EAA will provide up to \$11,000 to deserving youths for their flight training expenses, totaling nearly \$1.8 million in scholarship funds annually.

Key components of the program will be the awarding of flight training scholarships for glider pilot, sport pilot, or private pilot training; full engagement of the EAA chapter network to identify and mentor scholars; and the continued engagement and tracking of scholars throughout the flight training process.

Awards will be available in the following amounts:

- Private pilot training — \$11,000
- Sport pilot training — \$8,250
- Glider pilot training — \$5,500

## Program Mission

Through the Ray Aviation Scholarship program, EAA and the Ray Foundation strive to make a positive impact on youths and young adults alike who have a strong passion for aviation. This impact will include financial and moral support throughout flight training, creating a welcoming environment for young aviators through the local EAA chapter, as well as creating a lifelong participant within the EAA chapter community.

## Goals for the Program

- Maintain a flight training success rate of 80 percent for those taking part in the program.
- Create a supportive and mentoring community through EAA chapters to increase flight training success. Flight training is too often a solitary pursuit, but getting scholars immersed in a local aviation community will dramatically increase success.
- Celebrate milestones and success stories of Ray Aviation scholars.
- Create lifelong participants in general aviation and EAA chapters.

# Scholar Requirements

## Scholar Applicant Minimum Criteria

- Age 15-19 for glider training.
- Age 16-19 for powered flight training.
- Possession of FAA or Transport Canada medical certificate\* (private pilot students only).
- Possession of student pilot certificate.
- Begin flight training within 60 days of accepting the award.

\*Please note the prescription of ADD/ADHD medication will impact a scholar's ability to get their FAA medical certificate. For more information visit [EAA.org/RayScholars](http://EAA.org/RayScholars).

## Scholar Responsibilities

To maintain good standing within the program, you must comply with the following requirements.

- Partake in two hours of chapter volunteer service per month, such as:
  - > Young Eagles rally volunteering.
  - > Pancake breakfast/fly-in volunteering.
  - > Chapter aircraft build or restoration project.
  - > Chapter gathering participation.
  - > Chapter administrative support.
- Reach flight training milestones as outlined in EAA's training timeline.

Continued funding will be dependent upon meeting these responsibilities, completion of progress reports, and meeting training milestones in a timely manner.

## Chapter Role and Responsibilities

Your local EAA chapter will play a critical role in the success of this program. As you know, your chapter was responsible for recommending you for this scholarship. Your chapter will also be tasked with mentoring, supporting, and helping you track your progress throughout flight training.

Each participating chapter is required to appoint a scholarship coordinator. This position will be the chapter's main point of contact to EAA, as well as to you and your parents.



## Chapter and Scholar Meetings

The Ray Aviation Scholarship will consist of two progress check-ins: a monthly meeting between you and your chapter, as well as an initial kickoff meeting with you between your chapter, CFI, parents, and you.

### Initial Kickoff Meeting

Prior to beginning flight training, it is recommended that you sit down with your chapter, your flight instructor, and your parents. Use this meeting to set the expectations of each individual, answer any lingering questions, and agree to specific payment terms.

### Monthly Check-In

The monthly check-in is designed to be a formal sit-down with your chapter. Your chapter should provide you with a monthly activity log for you to fill out and bring along to the meetings. If you need additional activity logs, you can find them at [EAA.org/RayScholars](http://EAA.org/RayScholars) under "Ray Scholar Resources."



# EAA Progress Reports

**EAA-Mandated Training Progress Gates** include milestones that must be completed to receive additional funding and must be confirmed with submission of progress reports.

- First solo — 3 months into flight training.
- Written knowledge exam — 6 months into flight training.
- Checkride passed — 12 months after beginning flight training.

## Progress Reports

There will be three mandatory progress reports for your chapter's scholarship coordinator to complete. These reports will include flight training progress, chapter volunteer service (two hours per month are required), and the amount of money spent. These reports will be handled through WizeHive, which is the same online platform used for applications. Notification to complete these reports will be sent via email to your chapter's scholarship coordinator.

After your scholarship coordinator completes and submits the progress report, EAA will review it. EAA will initiate the next funding installment as long as you are staying on track with your flight training and volunteer hours. Failure to complete the reports on time will halt fund disbursement. The due dates for the reports are as follows.

**First solo progress report** — Completion of first solo. Due within three months of beginning training.

**Written exam progress report** — Written exam is passed. Due within six months of beginning training.

**Checkride completion report** — Scholar passed checkride. Due within 12 months of beginning training.

Your chapter will be reminded via email of the due date of your progress report. However, if you reach the milestone prior to the deadline, the report should be submitted to trigger the next installment of funding.



# Supporting Your Flight Training

Once you have been selected for the Ray Aviation Scholarship, your chapter's primary responsibility is to mentor, encourage, celebrate successes, and engage you in chapter activities. Since your chapter has a unique identity, unlike that of any other chapter, its approach to supporting you may be different from others. However, here are some ideas for you and your chapter.

**Mentor** — You will learn at a different pace and have different struggles than other students, but here are some general mentoring ideas.

- Check out YouTube!

Many reputable training sources offer videos describing private pilot training maneuvers, how to navigate by VOR, using an E-6B flight computer, and much more. Find videos for the topics you might be struggling with most and see how they may help you. Be sure to discuss the content of the videos with your CFI — just because it's on YouTube doesn't guarantee that it's true.

- Learn from fellow chapter members.

Whether it is a CFI or experienced aviator, your chapter is sure to have a member who is willing to sit down and discuss how they overcame the same struggle in their own training. If you need help identifying a specific mentor, chat with your scholarship coordinator.

**Encourage and Motivate** — Just because you aren't struggling with a specific topic doesn't mean you can't use a little extra encouragement and motivation.

- Check out what opportunities await you post training. Sometimes when you are deep in flight training, you forget why you even started lessons — to have fun! Mixing in some fun flight experiences is a great way to keep motivated. An evening flight in a Piper Cub or a flight lesson that takes you to a nearby fly-in are just a couple of options!

**Share Successes** — Reaching a milestone, such as a first solo or pilot certificate, always feels great. Share these successes with fellow chapter members and EAA members.

- Newsletter/online feature — If your chapter has a monthly newsletter, consider suggesting a section to update members on your progress. You can do the same with the chapter website. Additionally, your chapter can leverage its social media presence to post training updates and milestones. Social media platforms also offer the opportunity to allow you to share your progress on your personal page, which can be shared on chapter pages.
- Chapter gathering/meetings — Chapters often discuss project and flight training progress at their monthly chapter gatherings. Consider making it a standard practice to give a brief update on your flight training at chapter gatherings.
- Share with EAA — As a part of the progress reports submitted to EAA, your chapter will have the opportunity to upload photos, videos, and text. Keep this in mind as you progress through flight training. This will help EAA recognize you on multiple platforms.

**Engage in Chapter Activities/Chapter Volunteer Service** — As a recipient of the Ray Aviation Scholarship, you are required to complete a minimum of two chapter volunteer hours per month.

- Event volunteer — Some of the most enjoyable volunteer duties occur at chapter events. Whether it is parking airplanes and greeting pilots at a fly-in or serving food at a pancake breakfast, there are a host of jobs that you can assist with. In addition, this provides your parents the opportunity to volunteer with the chapter.
- Chapter aircraft build projects — Whether your chapter has a youth build or an adult build, get involved! This will give you a whole new perspective on aircraft operations and design.
- Other volunteer/engagement ideas — Consider chapter administrative support, social media website support, chapter facility maintenance, and chapter gathering attendance.

### **EAA-Provided Milestone Awards**

EAA will provide the following items at the beginning of your flight training, to be awarded by the chapter as you reach certain milestones.

- Ray Aviation Scholarship Hat — Given to you at the beginning of flight training.
- Ray Aviation Scholarship First Solo T-shirt — Given to you or your CFI for you to wear on the day of your first solo. Shirt includes flight description blank lines and a dotted line for your CFI to cut on.
- Ray Aviation Scholarship Polo Shirt — Given to you upon completion of training
- Ray Aviation Scholarship Pilot Pin — Given to you upon completion of training or at the chapter's discretion.

# Fund Management

When your scholarship application was approved, EAA sent your chapter your first funding installment. The installment schedule is as follows:

- **First installment: 40 percent of funding** — Paid promptly following the return of the signed flight training waiver and grant agreement to EAA.
- **Second installment: 40 percent of funding** — Paid promptly following the approval of the first solo progress report, which is due three months into flight training.
- **Third installment: 20 percent of funding** — Paid promptly following the approval of the written exam progress report, which is due six months into flight training.

## Paying for Flight Training

EAA recommends that your chapter pay the flight training entity directly. This allows the chapter to have insight into the amount of money spent and how often you are flying. A common approach is to have the training institution submit invoices to the chapter on a biweekly or monthly basis. The timetable and method in which this occurs will be decided between your chapter and the flight training entity.

## Returning Funds to EAA

Should you discontinue flight training, your chapter must return all unused funds to EAA. Funds can be returned by mailing EAA a check for the amount of unused funds. Checks should be made out to EAA, and should include the chapter number, the scholar's name, and the words "unused funds" on the memo line.

Your chapter may also send EAA a check for funds remaining upon the completion of your flight training. However, you may use up to \$1,500 of remaining funds for more flying. Please reference Page 14 to learn more about what happens post training.



**Mail checks to:**  
EAA Chapter Office  
Attn: Ray Aviation Scholarship  
P.O. Box 3086  
Oshkosh, WI 54903-3086

# Flight Training Tips

Having a consistent flight training schedule is key to successfully and efficiently earning a pilot certificate. Although there are only three EAA-mandated training gates, you should follow these flight training best practices. This will help you expedite training, save money, and fly more once you earn your pilot certificate.

## Flight Training Tips

- Come prepared for your lesson. Studying before you even climb into the airplane is the No. 1 way to save money. To help prepare for your next lesson, ask your CFI for the goals and desired outcomes for your next flight.
- Study aircraft checklists at home. Getting your airplane checklist flows to become a matter of habit will make your flight lessons flow (pun intended) more smoothly! This is also a great chance to become familiar with the layout of the cockpit. If there is a photo or poster of your aircraft's cockpit, study your checklists with that image in front of you.
- Schedule at least three lessons per week. Consistency of flight lessons is the key to continued progress. This will help you stay proficient and reduce the amount of money you spend in the end. Poor weather and aircraft maintenance may cause you to cancel a lesson here or there, but scheduling three lessons per week will help keep you flying consistently.
- Hang out at the airport. There is no better way to become comfortable with radio calls and airport operations than to sit near the flightline with a handheld aviation radio. This will help you become familiar with typical radio calls, understand traffic flow, and get you used to general aviation language.
- Do not delay that Written Knowledge Test! Ensure you are spending adequate time studying and preparing for your written exam. Getting this exam done will free up time for flying, and lift a huge burden off your shoulders.
- Have fun! While you are on your flight training journey, it can be easy to become stuck in a rut. Be sure you are mixing in a little bit of fun flying during your training. Consider a lesson to a local airport restaurant or plan a flight over a unique landmark. Always keep in mind why you decided to learn to fly in the first place.

# Capturing and Sharing Your Flight Training Journey

Documenting your flight training journey via photos and videos is one of the best ways to share your experience, learn from previous lessons, and build an archive for you to look back on in the future.

EAA wants to help you share your story, so during your progress reports you will have the chance to upload photos, videos, and text chronicling your latest flight training endeavors. EAA plans to use this content in our publications and social media platforms to help celebrate your tremendous successes.

In addition to EAA sharing your progress, you are encouraged to share your flight training and chapter experiences on your own social media platforms. This will allow people to follow along with your training, but also gives you a chance to interact with other Ray scholars.

## Instagram – #RayScholar

If you have your own Instagram account, you are encouraged to use the hashtag #RayScholar on any of your aviation-related posts, whether it is a cockpit selfie, an awesome air-to-air photo, or just hanging out at a local chapter event. In addition, feel free to tag EAA using @eaa in your photos. If you are posting flight training or aviation content to your story, be sure to use #RayScholar and tag @eaa there as well. If your chapter has an Instagram account, be sure to tag it as well.



## Facebook Sharing

Facebook is still king of the social media world, so don't be afraid to post on your Facebook page as well. You can use the same hashtag of #RayScholar, as well as tag EAA and your chapter in these posts.



## Facebook Group – EAA Ray Aviation Scholars

EAA has created a Facebook group for you to interact with other Ray scholars. Whether you want to share photos or you have a question about flight training, this group is a supportive online community for all scholars. A number of EAA staff will also be in the group. This will help us find content to share and help answer questions. You can find and join this group by searching for "EAA Ray Aviation Scholars" on Facebook.

## Capturing High-Quality Content

Very few people are professional photographers, but with the quality of today's smartphones, GoPros, and some tips from EAA, your photos and videos might just pass for professional work!

- When taking photos and video, try to avoid backlighting (that is, don't take photos with the sun behind the subject of the photo). Keep the sun at the back of the photographer.
- Speaking of lighting, the best time to capture aviation content is during the morning, aka "dawn patrol," or during the evening, aka the "golden hour." The lighting is usually much softer during these hours.
- Take a variety of photos — you flying, exiting the airplane, preflighting the airplane, or posing in

front of the airplane are perfect. In addition, try to get some shots of you participating in chapter events and activities.

- Consider mounting a camera like a GoPro or Garmin VIRB on the aircraft to capture your flight training, solos, and other adventures. Both cameras have the capability to capture cockpit audio as well. This is a great way to not only document your journey, but also to go back and review flight lessons. You can learn a ton by making this a standard practice. Be sure to see what the manufacturers say about mounting cameras and mount in accordance with their recommendations.
- Try to avoid mic mouth. This one is a bit tongue in cheek, but seriously, you will be happier with inflight photos if the mic isn't covering your mouth!

**Example:**



No Mic Mouth!

## Post-Flight Training

Once you have successfully completed flight training, it is time to celebrate! Encourage your chapter to host a special event celebrating this accomplishment.

### **If There Are Excess Funds Remaining**

As a successful Ray scholar, you are entitled, at your chapter's discretion, to any remaining scholarship funds, up to \$1,500, to be used on other flying expenditures. Eligible expenditures include acquiring additional certificates, ratings, endorsements, aircraft rental, and/or aircraft fuel.

Using these leftover funds for fun flights is completely acceptable. You might take your significant other on a date to a nearby airport for ice cream. Maybe you want to take your parents up for a ride so they can see their hometown from above. Perhaps you have an itch to get your tailwheel endorsement or start your instrument training.

Any of these uses of funds is completely acceptable!

# EAA Resources

## Online Resources

A digital copy of the following documents is available at [EAA.org/RayScholars](http://EAA.org/RayScholars).

Ray Aviation Scholarship flight training waiver — This waiver is required for you to conduct flight training under the scholarship. There are two versions of the waiver: one for scholars under age 18, which must be signed by your parent or legal guardian, and one for scholars age 18 or older. The waiver must be signed with pen on paper and returned via mail to EAA. A pre-paid return envelope is included in your chapter kit.

Chapters Photo Release — This is for any photos taken of you during your flight training or chapter volunteering, which may be used for EAA commercial content. There are two versions of the release: one for minors, and one for adults. Note that photo releases are not required for editorial content (e.g. *EAA Sport Aviation*, *ChapterGram* newsletter, the EAA blog), but they are recommended just in case.



Ray Aviation Scholarship expectations agreement — A template for an agreement between the chapter, scholar, scholar's parents, and the CFI and/or flight school. This document will be used to lay out expectations for all parties. It is not required to be returned to EAA.

Ray Aviation Scholarship press release — EAA has crafted a boilerplate press release so your chapter can announce the award to the local media.

Ray Aviation scholar monthly report — Throughout the month, fill out this report to track your activity. This will ensure proper flight training progress and volunteer hours fulfillment.

### **Ray Aviation Scholarship Program Flow**

Use the step-by-step guide to help understand the program process.

**Step 1** ..... Submit chapter application.

**Step 2** ..... Submit scholar application.

**Step 3** ..... If approved, chapter completes award acceptance process.

a. Scholarship Coordinator signs and returns grant agreement letter and ACH transfer form.

**Step 4** ..... Kickoff meeting with parents, Scholarship Coordinator, CFI, and the scholar.

a. Sign and return the Flight Training Waiver (provided in chapter kit).

b. Determine the payment plan for chapter to pay flight school.

c. Sign the Scholarship Expectations Agreement (provided in chapter kit).

**Step 5** ..... Disburse funds for scholar flight training.

a. Chapter will have received 40 percent of funding at this point.

**Step 6** ..... Complete solo progress report.

a. Must complete first solo within three months of receiving award.

**Step 7** ..... Disburse funds for scholar flight training.

a. Chapter will have received 80 percent of funding at this point.

**Step 8** ..... Complete written exam progress report.

a. Must complete written exam within six months of receiving award.

**Step 9** ..... Disburse funds for scholar flight training.

a. Chapter will have received 100 percent of funding at this point.

**Step 10** .... Complete checkride completion report.

a. Must complete flight training within 12 months of receiving award.

**Step 11** .... Determine use of excess funds, if they exist.

a. If excess funds exist, up to \$1,500 can be used for future flying by the scholar.

b. If excess funds beyond this \$1,500 exist, they can be used toward an additional scholar.

c. If excess funds are not used for an additional scholar, they must be returned to EAA.



## **Ray Aviation Scholarship FAQs**

### **Q: How will scholarship funds be disbursed?**

Scholarship dollars will be disbursed on a three-installment basis — the initial installment (40 percent), post-solo installment (40 percent), and post-written exam installment (20 percent). Installments will be fulfilled upon completion of required progress reports.

### **Q: What can the funds be used for?**

Funds can be used for any costs directly associated with flight training, such as aircraft rental, checkride expenses, CFI fees, aircraft fuel, flying club dues, and non-owners aircraft insurance. Funds may not be used for flight gear such as headsets, kneeboards, E-6B flight computers, etc.

### **Q: Who will receive the scholarship funds when the installments are disbursed?**

The chapter will receive each installment via ACH transmittal or check. The chapter is encouraged to pay the invoices from the flight school/flying club/CFI/etc. rather than directly giving funds to the scholar.

### **Q: A potential scholar has already soloed. Are they still eligible?**

Students who have already soloed will be awarded the appropriate portion of funds. A student who recently soloed may be eligible for the second or third installments of the award post-solo.

### **Q: How does EAA's Youth Protection Program impact the scholarship?**

Ray Aviation Scholarship coordinators will be required to be current on their Youth Protection Policy training and associated background check.

### **Q: Can an EAA chapter support more than one scholar per year?**

Yes! Each chapter will be earmarked \$11,000. Any money remaining following the first scholar's completion of flight training may be used on a second scholar. However, the chapter/scholar must provide proof that additional training costs incurred will be covered via additional funding methods.

### **Q: What if there are additional funds remaining once the scholar has completed flight training?**

Chapters may keep up to \$1,500 for the scholar's future flying expenditures. Qualified expenditures include acquiring additional ratings, endorsements or certificates, or additional aircraft rental for exercising their pilot certificate.

Funds remaining beyond that \$1,500 must be returned to EAA by the chapter or used for an additional chapter scholarship recipient. The chapter has 30 days to propose to EAA how excess funds will be used.

### **Q: What happens to the money if a scholar drops out of flight training?**

All funds not spent on the scholar's flight training must be returned to EAA.

# Ray Aviation Scholar Monthly Activity Report

Name: \_\_\_\_\_ Report Month: \_\_\_\_\_

**After completing the form, please bring it to your monthly check-in with the chapter.**

Date	Activity (flight lesson, volunteering, ground school, etc.)	Hours	Flight Hours	Money Spent

**Total Money Spent This Month:**

Please list any questions, comments, or concerns regarding this past month of training:  
\_\_\_\_\_  
\_\_\_\_\_

Please list any training accomplishments or chapter activities you wish to accomplish in the next month:  
\_\_\_\_\_  
\_\_\_\_\_

**This form is included for use by the local EAA chapter. Unless requested, this form does not need to be returned to EAA HQ.**

# Ray Aviation Scholarship Expectations Agreement

## Students, Parents, Chapter, and Instructor

Congratulations on receiving the Ray Aviation Scholarship!

Earning your pilot certificate will require dedication — the commitment is not to be taken lightly.

To help prepare you for your flight training journey, and the expectations set out for you, please review this document. If you are younger than 18, you should review this with your parents.

### **Expectations for Ray scholars:**

1. Begin flight training within 60 days of accepting this award.
2. Fly at least twice a week, subject to weather and instructor availability. We recommend scheduling three lessons per week.
3. Complete your solo within three months, complete your written exam within six months, and complete training with your successful checkride within 12 months.
4. Keep logbook and other training records organized and with you for your lessons.
5. Participate and volunteer with the EAA chapter a minimum of two hours per month. This will help chapter members get to know you, provide opportunities for you to fly in different aircraft, offer assistance with your training, and teach you more about aviation.
6. Attend monthly EAA chapter gatherings/meetings to update the membership on your training.
7. Be willing to provide the EAA chapter with photos and text for the newsletter, website, etc.
8. Provide invoices for flight training costs to the chapter's scholarship coordinator as agreed upon. This may include aircraft rental, non-owners aircraft insurance, fuel, CFI fees, flying club dues, and examiner fees.
9. Provide the instructor with at least a 12-hour advance notice of lesson cancellation.
10. Write a personal thank-you letter to EAA for the award.

### **Expectations for parent/guardians (if recipient is younger than 18):**

1. Allow the student to be the primary point of contact for the chapter and flight instructor for all flight training and scholarship program purposes (lesson scheduling, progress report fulfillment, etc.).
2. Allow and encourage student to take a lesson at least twice a week. Best practice is to schedule three flights per week.
3. Contact the chapter's scholarship coordinator with any questions or concerns.

### **Expectations from the flight instructor and/or flight school:**

1. Work to keep the scholar on the award timeline, so that additional funding can be earned. (completion of first solo within three months, pass the written exam within six months, and successful completion of flight training within 12 months.)
2. Be available to fly with the student at least twice a week; three lessons per week is recommended.
3. Provide the student at least a 12-hour advance notice of lesson cancellation.
4. Keep accurate training records and have records and notes available to the chapter's scholarship coordinator upon request.

5. If any issues or problems develop, notify the chapter's scholarship coordinator immediately.
6. Keep communication clear between the student, parents, and the chapter's scholarship coordinator.
7. Provide invoices for flight training costs to the chapter's scholarship coordinator as agreed upon. This may include aircraft rental, fuel, CFI fees, flying club dues, and examiner fees.

**Expectations for EAA Chapter \_\_\_\_\_ :**

1. Ensure all key volunteers have completed EAA Youth Protection Policy training and the associated background check.
2. Pay invoices for flight training costs in a timely manner.
3. Keep the scholar engaged in aviation activities and mentor the student throughout the flight training process.
4. Celebrate training milestones and encourage the student.
5. Keep a record of the expended scholarship funds and keep the scholar and the flight instructor aware of the balance of available funds.
6. Be the first point of contact with EAA for any scholarship award questions.

**Signed:**

\_\_\_\_\_

Scholarship Student

\_\_\_\_\_

Date

\_\_\_\_\_

Flight Instructor

\_\_\_\_\_

Date

\_\_\_\_\_

Chapter Scholarship Coordinator

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian (if scholar is under the age of 18)

\_\_\_\_\_

Date





# RAY AVIATION SCHOLARSHIP



3000 Poberezny Rd., Oshkosh, WI 54902

[EAA.org/RayScholars](http://EAA.org/RayScholars)